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## 1985 UNOPA Fall Workshop, November

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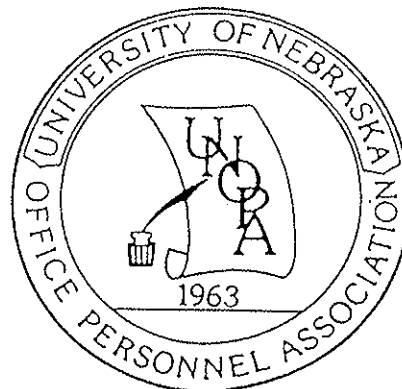
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## UNOPA FALL WORKSHOP

Open to UNOPA members only.  
If you have not paid your 85-86  
UNOPA membership dues it still is  
not too late!

At: ETV BOARD ROOM - NOVEMBER 5, 1985  
1800 North 33rd Street

8:30 - 11:45 OR 1:30 - 4:45  
(Morning session is repeated in the  
afternoon)



### TOPICS:

"Stress and Time Management - Your Salvation" by Robert J. Glenn.  
Our efficiency in the many roles we play in life and our physical and  
mental health are directly and proportionately related to the stressors  
which we face each day. You can control your reaction to change and  
thereby minimize the effects of stress. This workshop will help you  
identify your own stressors and explore ways to control their effect.

"Written Communications" by Dona Vasa.  
A written message sent from your office represents you. Are you putting  
your best foot forward? Effective messages are clear, concise, complete,  
and correct. Are yours?

Bruce Currin, Director of Personnel, has authorized administrative leave  
for all UNOPA functions with the approval of your immediate supervisor.

Robert J. Glenn is the Adult Business Coordinator for the Adult Education  
Department of the Southeast Community College - Lincoln Campus. He was  
born and raised right here in Lincoln and received his BSBA at UNL in 1951,  
his BSSE in 1966, and his MSBTE in 1968.

Dona Vasa is an instructor in Business Education in the Center for Business  
and Vocational Teacher Education at the University of Nebraska-Lincoln.  
She has been teaching at the University for 7 years. Her job is to teach  
and coordinate the Business Communications Program. This varies from 20-30  
sections per semester with 15-20 different instructors.

### REGISTRATION FORM

My 1985-1986 UNOPA dues are paid so I am eligible to attend this workshop.

Name \_\_\_\_\_ Department \_\_\_\_\_ Campus \_\_\_\_\_  
Campus Address \_\_\_\_\_ Campus Phone \_\_\_\_\_ Zip \_\_\_\_\_  
Session You Wish to Attend on Nov. 5, 1985: \_\_\_\_\_ 8:30 - 11:45  
\_\_\_\_\_ 1:30 - 4:45

Return your registration form no later than  
October 28, 1985 to: Janet Wagner

Professional Growth Director  
UNOPA  
106 Teachers College  
CC 0441